

Lovettsville Oktoberfest 2009

Application

Page 1

Welcome! The Town of Lovettsville is sponsoring our 16th annual Oktoberfest
Saturday, September 26, 2009 from 10 a.m. to 5 p.m. in Lovettsville, Virginia,
in celebration of Lovettsville's German Heritage. The town will come alive with food, crafts and entertainment.
We invite you to participate in this festival.

PLEASE FILL OUT PAGES 1 & 2 AND RETURN (with your check)(Pages 3 & 4 are for your information.)

Contact Name: _____

Business Name: _____

Phone: (day) _____ (evening) _____ (cell) _____ (email) _____

Mailing Address: _____

Please describe your booth activity/product:

Fees:		Total
Food Vendor Booth (prepared on site)	\$ 100	\$ _____
Non-Food Vendor Booth	\$ 75	\$ _____
Non-Profit Organization (Scouts, church, civic group)	\$ 50	\$ _____

Advertisement:		
Business Card Ad	\$ 30	\$ _____
½ Page Ad	\$ 55	\$ _____
Full Page	\$ 105	\$ _____

Sponsorship: Please fill in amount: \$ _____ \$ _____

Late Application Fee (after August 3rd, 2009) \$ 20 \$ _____

Donation: Please fill in amount: \$ _____ \$ _____

Full payment is due with application to insure booth assignment or acceptance

Total Amount: \$ _____

By signing the application, you acknowledge that you understand the terms and conditions of the festival and you agree to adhere to the spirit and intent of the conditions as stated by the Lovettsville Oktoberfest Committee and the Town of Lovettsville.

Exhibitor Signature _____ Date _____

RETURN BY MAIL BY AUGUST 3rd, 2009

One signed copy of this application (pgs 1 & 2) with payment (checks made payable to Lovettsville Oktoberfest)
and mail to: Lovettsville Oktoberfest, P. O. Box 209, Lovettsville, VA 20180

Lovettsville Oktoberfest 2009 Sponsor/Donation Application

This is an excellent opportunity to promote your products, network, establish new customers, or just enjoy a day of fun and relaxation. **Your support is appreciated!**

Please indicate if you will use booth area by circling YES or NO

- [] **TENT SPONSOR \$4,500; GERMAN BAND \$1,000; CHILDREN'S AREA \$800; or JAZZ BAND \$700 (Circle one)**
(Above sponsors will be offered the same as a Titanium or Platinum Sponsor – see below)
Triple/Double Booth Area (Optional) YES NO (Circle one)
- [] **TITANIUM SPONSOR \$900**
➤ Full page ad in Festival Booklet
➤ Listing on Sponsors' Page (Booklet) and Sponsors' Board (Stage)
➤ 2' X 8' Banner (Hangs in Main Tent)
➤ Triple Booth Area (Optional) YES NO (Circle one)
- [] **PLATINUM SPONSOR \$500**
➤ Full page ad in Festival Booklet
➤ Listing on Sponsors' Page (Booklet) and Sponsors' Board (Stage)
➤ 2' X 6' Banner (Hangs in Main Tent)
➤ Double Booth Area (Optional) YES NO (Circle one)
- [] **GOLD SPONSOR \$250**
➤ Full page ad in Festival Booklet
➤ Listing on Sponsors' Page (Booklet) and Sponsors' Board (Stage)
➤ 2' X 3' Banner (Hangs in Main Tent)
➤ Double Booth Area (Optional) YES NO (Circle one)
- [] **SILVER SPONSOR \$175**
Half page ad in Festival Booklet
➤ Listing on Sponsors' Page (Booklet) and Sponsors' Board (Stage)
➤ 2' X 3' Banner (Hangs in Main Tent)
➤ Single Booth Area (Optional) YES NO (Circle one)

IMPORTANT – FILL IN – THIS IS HOW YOUR BANNER WILL READ (no graphics please):

PRINT DESIRED BANNER INSCRIPTION IN THIS SPACE. MAXIMUM OF THREE LINES ALLOWED.

[] DONATIONS

Please help Lovettsville continue our celebration of heritage and community. All donations will be acknowledged in the Festival Booklet. **THANK YOU!**

_____ \$5 _____ \$10 _____ \$25 _____ \$50 _____ \$100 _____ Other

Page in Festival Booklet inscribed at bottom: "Donated by _____" (fill in name) _____ \$100

ALSO PLEASE FILL OUT PAGE 1! THANKS!

Lovettsville Oktoberfest 2009 Vendor Information and Fees

Page 3

Please read the following information and attached guidelines carefully:

Individual booth area is 10' X 10'. Spaces will be marked along the Town streets. Only the space is provided; no utilities tent or table. A map and your booth number will be provided by email or US mail before the event. **No generators please.** Alcohol sales are controlled. Vendors are responsible for all permits, licenses & insurance.

Food Vendors **must** display a current Loudoun County Health Department Temporary Food Sale Permit and adhere to the regulations set by the Health Department. The permit application is available at: [http:// www.loudoun.gov/default.aspx?tabid=2182](http://www.loudoun.gov/default.aspx?tabid=2182); click on Question 3/Temp Food Application; or by calling 703-777-0234 (Gil Rodriguez). If food is being prepared elsewhere, you also need to review and follow the Health regulations. (Also see page 4 of this application.)

This is a rain or shine event – there will be no refunds. All booth set-ups must be completed by 8:45 AM. and vehicles removed by 9 AM. Late arrival may void your participation. Booth breakdown is no earlier than 5PM. It is the responsibility of the vendor to keep the booth and surrounding area clean. Each vendor shall leave the area in the same condition as they found it. See guidelines for trash removal etc.

Fees:

Food Vendor Booth (Food prepared on site)	\$100
Non-food Vendor Booth	\$ 75
Non-Profit Organizations (Scouts, Church, civic group)	\$ 50

Advertisement:

To appear in the Oktoberfest booklet, please enclose your business card or a black ink, camera-ready ad of the correct size along with your check. Deadline is August 3rd, 2009 – don't be late! The following rates apply:

Business Card - \$30	½ Page (4" x 5") - \$55	Full Page (8" x 5") - \$105
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*Other advertising opportunities exist through event sponsorship. Please see our sponsorship application for further details.

In order to avoid duplication, only the first paid application for a representative of a group or franchise will be accepted. Please photocopy this application for your records and return the original along with payment in full to be assigned a booth. Checks should be made payable to **Lovettsville Oktoberfest**, contain your current address and phone number, and mailed to:

LOVETTSVILLE OKTOBERFEST
P. O. BOX 209
Lovettsville, VA 20180

OTHER CONTACT INFORMATION:
540-822-5788 - Town Office (M-F 9AM.- 3PM.)
Oktoberfest@lovettsvilleva.gov

An acknowledgment of your application and information about your booth will be sent to you by email or US mail prior to the festival.

The deadline for all applications is August 3rd. The best policy is to mail your application today!

Lovettsville Oktoberfest 2009

Guidelines

- The festival begins at 10:00 a.m. and runs through 5:00 p.m. Entertainment will continue on the main stage until 9:30 p.m.
- Streets are closed to vehicles from 9:30 a.m. to 5:00 p.m.
- The Lovettsville Oktoberfest Committee provides a 10' X 10' space only. Spaces will be marked along the Town streets. No tents, tables, electricity or utilities are provided. A map with your booth number/numbers will be e-mailed or mailed to you before the event. Center your booth on the space provided. No generators allowed!
- Event is rain or shine. No refunds.
- Please leave your pets at home.
- All participation must be suitable for a family event.
- Offensive materials, ads, or public displays will be removed and participation refused.
- The sale or consumption of alcohol is restricted to the Fest Tent by a licensed vendor or also a licensed restaurant.
- Do not block private drives, entrances or doors. Be respectful of private property.
- Vehicles must be parked in designated areas only. Do not park in Private or Business parking lots, including the BB&T Bank, Town Hall or Post Office parking lots.
- Booth setup is from 7:00 a.m. and no later than 8:45 a.m. Remove vehicles to approved areas by 9:00 a.m. at the latest. Late arrival could void your participation. Each vendor must keep their booth and surrounding area clean and leave area in the same condition as they found it.
- Booth breakdown is not permitted before 5:00 p.m.
- An Information Booth will be located near or in the Main Tent and be staffed throughout the day.
- All General Guidelines and/or Vendor Safety Guidelines provided will be adhered to.

FOOD VENDORS (Also see page 3 and read & follow instructions/regulations on Loudoun County web site)

- Must display Loudoun County Health Department Permit. Please download Health Permit application at: <http://www.loudoun.gov/default.aspx?tabid=2182> & click on Question 3/Temp Food Application; or by calling: 703-777-0234. This application and check MUST be sent to the Lovettsville Oktoberfest Committee with your vendor application. We then compile all applications and forward them to the Health Department (per Loudoun County Government) as one pack (unless you have an existing permit).
- Must cover food handling areas and must provide for hand sanitation.
- **Must provide trash receptacles for customer use.** Use heavy-duty plastic bags.
- Place all trash neatly and tightly sealed at the nearest curb **during and after** the festival for pickup.
- Must provide properly rated fire extinguishers.

FESTIVAL BOOKLET ADS

- Ads must be submitted by the due dates with payment. Send only camera-ready ads of the correct size.
- We are not able to provide copy or art work for you. All ads are black and white.

SPONSORS

- Verify all ad, banner, and listing information. Ads and banner information should be submitted with application.

ENTERTAINMENT

- Questions regarding schedules and/or to check in, please stop by the Information Booth.

SAFETY

- Emergency Medical Service and County Sheriff protection will be present and will enforce traffic and control issues.

Still have questions? Call us at the Town Office – Monday – Friday, 9:00 a.m. to 3:00 p.m. at 540-822-5788 or email: Oktoberfest@lovettsvilleva.gov